

STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		Policy Number IO-SC-11	Applicability <input checked="" type="checkbox"/> IDOC <input type="checkbox"/> CBC
		Policy Code Confidential	Iowa Code Reference N/A
Chapter 4 INSTITUTIONAL OPERATIONS	Sub Chapter SECURITY & CONTROL	Related DOC Policies N/A	Administrative Code Reference N/A
Subject OFFENDER MOVEMENT - INTERNAL		ACA Standards 4-4188	Responsibility Sheryl Dahm Diann Wilder- Tomlinson
		Effective Date June 2015	Authority Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To establish the parameters and requirements that will guide institutional internal offender movement procedures.

II. POLICY

It is the policy of IDOC to allow offenders to move throughout the institution in the least restrictive manner consistent with their custody classification. Movement is controlled and monitored to maintain order, provide for offender and staff safety, prevent offenders from evading staff supervision and prevent offenders from engaging in unauthorized activities.

CONTENTS

- A. Movement Guidelines
- B. Escorted Movement

- C. Directed Movement
- D. Observed Movement
- E. Restricted Movement

III. DEFINITIONS

- A. Escorted Movement - The movement of an offender(s) from one location within the institution to another location while under direct supervision of an authorized escort person(s).
- B. Directed Movement - The authorized unescorted movement of an offender(s) to a specific location within the institution for a specified purpose.
- C. Observed Movement - Authorized unescorted movement of an offender(s) at established times or intervals under observation of posted officers or cameras or both.
- D. Restricted Movement - The suspension or limiting of normally authorized offender movement.
- E. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

- A. Movement Guidelines
 - 1. Each institution shall establish a range of offender movement options, as identified in this policy, based on the institution's physical plant, offenders' custody status and privilege level, and available staffing. **(4-4188)**
 - 2. Movement options include:
 - a. Escorted movement
 - b. Directed movement
 - c. Observed movement
 - d. Restricted movement

3. For each movement option, the institutional procedures shall address the following:
 - a. Movement control, if applicable
 - i. Authorization
 - ii. Notification of movement to staff (e.g., radio, telephone, announcements, all-calls, pass list, published activity schedules, direct verbal communication)
 - iii. Notification of movement to offenders (e.g., all-calls, announcements, written notification, direct verbal communication, etc.)
 - iv. Supervision/Monitoring of offenders during movement
 - v. Offender group sizes
 - vi. Separations and "Keep Separates"
 - vii. Offender responsibilities (e.g., check in/out, pass signatures, etc.)
 - viii. Use of restraints
 - b. Movement documentation
 - i. Institutions may establish systems to record individual and/or group offender movement.
 - ii. Offenders shall not have access to unauthorized movement documents (e.g., cell transfer lists, clinic appointments, etc.), including unauthorized passes or tickets.
 - c. Movement modifications and exceptions (e.g., weather, nighttime, unscheduled, escort ratios)

B. Escorted Movement

1. Persons who have been authorized by proper institutional authority and who have been trained to do so may perform escorted

movement. All security staff shall be authorized and trained to perform escorted movement.




C. Directed Movement

1. Directed movement shall be permitted through a variety of mechanisms that may include: individual passes, scheduled line (group) movement, notification to the receiving party, check in/out, all-call announcements, published activity schedules, etc.
2. Institutions shall identify specified purposes for which directed movement may be authorized, which may include meals, health clinic, visitation, chapel, work assignment scheduled activities, work assignments, unique situations, individual needs, and unscheduled individual and group movement.

D. Observed Movement

Institutions shall establish times, intervals, periods, and locations where authorized offenders may freely move to/from authorized locations without escort.

E. Restricted Movement

1. In cases of significant threat to security or safety, the Shift Supervisor may impose restricted movement within the institution, with notification to the Warden as soon as practical.
2. The Warden shall provide ongoing direction and guidance related to continuing operations during periods of restricted movement.

3. Restricted movement may be applied to selected areas, populations, or to the entire facility.
4. If one or more living units are in a prolonged restricted movement status, the Regional Deputy Director shall be notified. The Regional

Deputy Director shall review available facts and information and the threat to security or safety upon which the decision was based.

5. During restricted movement periods, the Warden shall regularly review updated facts and information with the Regional Deputy Director, and reach mutual agreement regarding continuing adjustments/restrictions to normal operations.
6. The Warden, in consultation with the Regional Deputy Director, shall determine the pace and timing of a return to normal operations.

STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		Policy Number IO-SC-12	Applicability <input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code Confidential	Iowa Code Reference 904.320
Chapter 3 INSTITUTIONAL OPERATIONS	Sub Chapter SECURITY & CONTROL	Related DOC Policies PREA-02 PREA-03	Administrative Code Reference 201-20.14
Subject ESCORTED TRIPS		ACA Standards 4-4189, 4-4190 4-4204, 4-4445 4-4190-1 PREA Standards 115.21(a)	Responsibility Sheryl Dahm Diann Wilder- Tomlinson
		Effective Date June 2015	Authority Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To describe the procedures used by the Iowa Department of Corrections (IDOC), to provide supervision for offenders who are taken on escorted trips away from the institution and into the community.

II. POLICY

It is the policy of the IDOC to provide the necessary level of supervision and control for offenders who must be taken for treatment to area medical facilities or who otherwise must be escorted into the community.

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A. Referral, Reviews and Trip Plans

- B. Searches
- C. General Security Requirements
- D. Special Security Escorts
- E. Pregnant Offenders
- F. Escort of Dialysis Patients at UIHC
- G. Vehicles
- H. University Hospital Security Requirements
- I. Private Transport

III. DEFINITIONS – As used in this document.

- A. High Security Risk Offenders – Offenders that require special security precautions because of past behavior, high profile crimes they have committed, or other security risks associated with offenders. [REDACTED]

- B. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

Offenders being escorted outside the facility shall be transported in a secure safe and humane manner under the supervision of employees trained in escort procedures. The primary responsibility of escorting staff is public safety. **(4-4189) (4-4445) (4-4190)**

- A. Referral, Reviews and Trip Plans
 - 1. Any offender requiring an escorted trip into the community for medical treatment unless an emergency, or who is being removed for other purposes authorized by the Warden/Superintendent or designee shall have their case referred to the Associate Warden of Security or designee for review.
 - 2. The unit staff shall develop any institutional information to assure a complete review of any such case.

3. Except for regularly scheduled transfer activity, the Associate Warden of Security or designee shall confer with the referring employee to ascertain the exact nature of the treatment or activity, the expected duration, and the degree of public contact likely in the proposed community setting.
4. The Associate Warden of Security or designee shall obtain and review the offender's Iowa Corrections Network (ICON) record and any other relevant materials to determine the type of escort to be provided.

[REDACTED]

B. Searches

[REDACTED]

2. In cases of alleged sexual assault:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(PREA 115.21(a))

3. After being strip searched and dressed, offenders shall be isolated from the other offenders not yet searched.
 4. The Shift Supervisor shall decide what articles offenders are permitted to have in their possession during the trip. These articles shall be kept to a minimum.
- [REDACTED]

C. General Security Requirements

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. Restraints

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- g. Restraining equipment must never be used as punishment, in a way that causes undue physical pain, or to restrict the blood circulation or breathing of an offender.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7. General Escort

- a. Staff members selected for escort duty shall be advised in writing of the responsibilities of their assignment. That advisement shall consist of a locally developed form that contains, at a minimum, the name of the offender, a photograph, a description listing scars, marks, etc., basic sentence data, the itinerary and expected duration of the trip, any special escort or supervision instructions, and the name of the authorizing official.
- b. Escort officers shall be provided the opportunity to review the file of the offender involved.
- c. The Associate Warden of Security or designee shall provide any additional verbal instructions regarding the trip prior to departure.

- [REDACTED]
- e. While in the community with an offender, the escorting staff shall make every attempt to maintain a low profile and avoid unnecessary public contact.
 - f. Offenders shall not be permitted to make phone calls or otherwise contact family members or others while under escort

- g. When transporting offenders to court, employees shall contact the proper authorities in advance to establish an arrival and plan for transfer of custody.
- h. If the judge orders the offender to remain in local custody, employees transporting the offender must obtain a certified copy of the order and contact the Associate Warden of Security or designee for instructions prior to releasing the offender.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- b. The use of the Staxi transport chair or wheel chair is mandatory for the transport of pregnant offenders. The chair shall be used for transport of a restrained offender to and from the transport vehicle and shall be used to transport any pregnant offender to and from the appointment.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

G. Vehicles

[REDACTED]

[REDACTED]

3. Transport cars and vans are equipped with seatbelts for the driver and all passengers. Seatbelts, worn in the manner in which the seatbelt is designed, shall be worn by all occupants of the vehicle. Transport buses are not ordinarily equipped with seatbelts for offenders. Seatbelts shall be worn by the driver and all passengers occupying seats equipped with a seatbelt. Where the seat of a transport bus is not equipped with a seatbelt, the use of a seatbelt is not required.
4. All IDOC vehicles, including transport buses, purchased after February 1, 2012 shall be equipped with seatbelts for all occupants.

[REDACTED]

[REDACTED]

7. Only properly equipped state vehicles shall be used except in emergency medical situations approved by the Warden/Superintendent, Associate Warden of Security or designee.

[REDACTED]

[REDACTED]

[REDACTED]

H. University Hospital Security Requirements

1. Hospital Appointments

[REDACTED]

[REDACTED]

- c. The security of offenders at the UIHC is managed by the correctional staff assigned to that area by the administration of the Iowa Medical and Classification Center (IMCC). Supervision in excess of that available from the regular staffing shall be provided by the institution to which the offender is assigned.

[REDACTED]

[REDACTED]

2. Hospital Admissions

[REDACTED]

- b. If an offender is admitted to UIHC; the designated parent institution will designate who will notify the offender's emergency contact with the following information:
 - i. Offender was admitted at UIHC.
 - ii. Contact the institution prior to visiting the offender at the hospital to verify if you are approved to visit while the offender is in UIHC.
 - iii. Visiting hours are 10:00 a.m. to 4:00 p.m. seven days a week. Visiting hours are extended if the offender is in ICU.
 - iv. Report for your visit at the main information desk on the first floor lobby. Inform the hospital operator you are visiting an offender. You will need a valid photo ID. IDOC staff will escort you to the room.
 - v. During your approved visit you may not bring or give the offender anything.
 - vi. You may not call the offender. Please contact the institution the offender is from regarding questions you may have about the offender's medical condition.
- c. Dates of all mail received shall be recorded by the security officer.
- d. Offenders shall not be allowed money. Canteen purchases are to be made by written arrangement with the security officer in charge.
- e. Each offender shall read and sign rules which govern the stay at the hospital.
- f. Offenders that are hospitalized at the UIHC are allowed visitors from the offender's approved visit list. Staff shall adhere to the Post Orders for UIHC Watch Officer in regards to offender visits.



[REDACTED]

[REDACTED]

I. Private Transport

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Background Checks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Replaces Policies SE-IV-26 and SE-IV-28.

Origination Date: Sept. 2005. Revised: Oct. 2006. Feb. 2007, Nov. 2007, March 2008, Dec. 2008, Jan. 2009, May 2009, June 2009, July 2009, Nov. 2009, March 2011, Jan. 2012, June 2012, Aug. 2012, Sept. 2012, Jan. 2013, April 2013, Dec. 2013, May 2014. Reviewed: June 2015.